



***CITY OF MIAMI SPRINGS***  
***Human Resources Department***

***NOTICE OF EMPLOYMENT***

**I.T. TECHNICIAN**  
**PART-TIME/NO BENEFITS - MAX. 29 HRS./WEEK**  
**\$13-\$15 PER HOUR DOQ**

Responsibilities for this position will include installation, repair, maintenance, and setup of desktop equipment. Desktop equipment includes: cabling systems, personal computers, voice, locally attached and networked HP Laser Printers.

**GENERAL REQUIREMENTS:**

- Minimum 3 year experience installing, troubleshooting, and repairing desktop equipment.
- Must have extensive experience with Windows XP.
- Should be comfortable working in a business environment.
- Certifications such as MCP or A+ are helpful.
- Experience of web development and/or interest in learning ASP and SQL a definite plus.
- Must have a valid Florida Driver's License

**AT TIME OF APPLICATION, ALL CANDIDATES MUST SUBMIT THEIR ORIGINAL DRIVER'S LICENSE, SOCIAL SECURITY CARD & HIGH SCHOOL DIPLOMA/GED AND ANY OTHER REQUIRED CERTIFICATE. VETERANS PREFERENCE WILL BE GIVEN IN ACCORDANCE WITH CHAPTER 22VP-1 OF THE FLORIDA ADMINISTRATIVE CODE, IF DD214 IS PRESENTED AT THE TIME OF APPLICATION.**

**PRIOR TO EMPLOYMENT, CANDIDATES WILL BE REQUIRED TO QUALIFY ON AN ORAL AND/OR WRITTEN EXAMINATION, BACKGROUND CHECK AND DRUG SCREENING.**

**APPLICANTS MUST APPLY IN PERSON:** CITY OF MIAMI SPRINGS, HUMAN RESOURCES DEPARTMENT, 201 WESTWARD DRIVE, MIAMI SPRINGS, FL, MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M. All application documents are public record. NO FAX WILL BE ACCEPTED. POSITION OPEN UNTIL FILLED.

**ALCOHOL/DRUG-FREE WORKPLACE**

**PERSONS WHO NEED ACCOMMODATION IN ORDER TO APPLY FOR A CITY POSITION SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT TO MAKE SUCH REQUEST.**

**AN EQUAL OPPORTUNITY EMPLOYER MALE/FEMALE/VETERANS/DISABLED**